Microsoft Excel 2010
Part 1: Introduction to Excel

Spring 2014, Version 2.0

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Introduction

Microsoft Excel 2010 is a spreadsheet program that is used to manage, analyze, and present data. It includes many powerful tools that can be used to organize and manipulate large amounts of data, perform complex calculations, create professional-looking charts, enhance the appearance of worksheets, and more. This handout provides an overview of the Excel 2010 user interface and covers how to perform basic tasks such as creating and saving workbooks, selecting cells, rows, and columns, entering and editing data, formatting text and numbers, positioning cell contents, applying cell styles, and getting help.

Starting Excel

There are multiple ways to start Excel. You can start Excel 2010 from the Start menu (in Windows 7), or by opening an existing Excel file.

To start Excel 2010 from the Start menu:

1. Click the **Start** button, click **All Programs**, click **Microsoft Office**, and then click **Microsoft Excel 2010**. The program window opens with a new blank workbook.

Overview of the User Interface

All the Microsoft Office 2010 programs share a common user interface so you can apply basic techniques that you learn in one program to other programs. The Excel 2010 program window is easy to navigate and simple to use (see Figure 1 and Table 1).

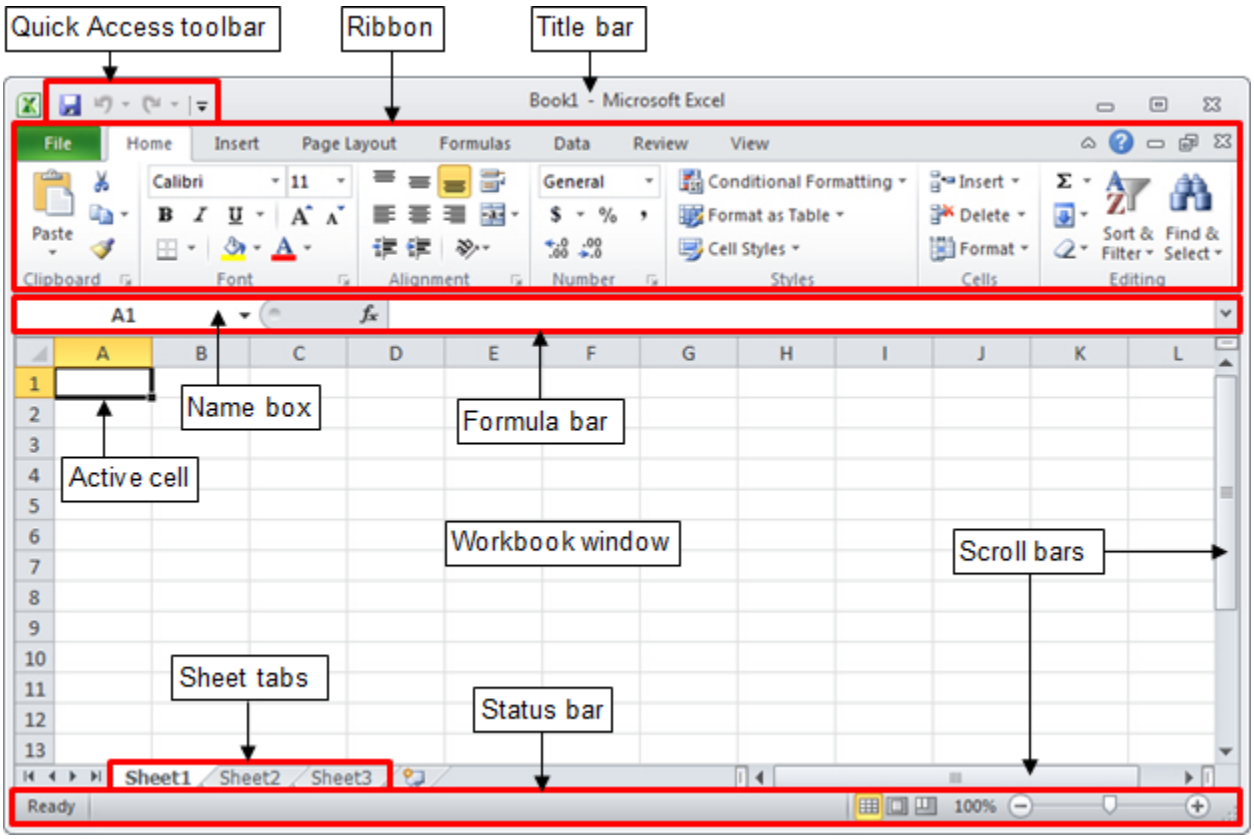

Figure 1 – Excel 2010 Program Window

Table 1 – Excel 2010 Program Window Elements

Name	Description
Title bar	Appears at the top of the program window and displays the name of the workbook and the program. The buttons on the right side of the Title bar are used to minimize, maximize, restore, and close the program window.
Quick Access toolbar	Appears on the left side of the Title bar and contains frequently used commands that are independent of the tab displayed on the Ribbon.
Ribbon	Extends across the top of the program window, directly below the Title bar, and consists of a set of tabs, each of which contains groups of related commands.
Formula bar	Appears below the Ribbon and displays the data or formula stored in the active cell. It can also be used to enter or edit a formula, a function, or data in a cell.
Name box	Appears on the left side of the Formula bar and displays the active cell address or the name of the selected cell, range, or object.
Workbook window	Appears below the Formula bar and displays a portion of the active worksheet.
Sheet tabs	Each tab represents a different worksheet in the workbook. A workbook can have any number of worksheets, and each worksheet has its name displayed on its tab.
Scroll bars	Appear along the right side and bottom of the workbook window and enable you to scroll through the worksheet.
Status bar	Appears at the bottom of the program window and displays various messages. The tools on the right side of the Status bar can be used to display the worksheet in a variety of views and to change the magnification of the worksheet.

Quick Access Toolbar

The *Quick Access* toolbar provides one-click access to commonly used commands and options. By default, it is located on the left side of the Title bar and displays the Save, Undo, and Redo buttons (see Figure 1). You can change the location of the Quick Access toolbar as well as customize it to include commands that you use frequently.

Figure 2 – Quick Access Toolbar

To add a command to the Quick Access toolbar:

1. On the **Ribbon**, right-click the command that you want to add, and then click **Add to Quick Access Toolbar** on the shortcut menu.

To remove a command from the Quick Access toolbar:

1. On the **Quick Access** toolbar, right-click the command that you want to remove, and then click **Remove from Quick Access Toolbar** on the shortcut menu.

NOTE: Clicking the arrow on the right side of the **Quick Access** toolbar displays a menu which includes additional commands and options that can be used to customize the toolbar. A check mark next to an item indicates that the item is selected (see Figure 3).

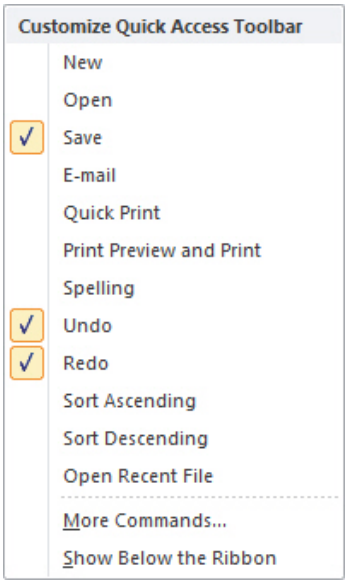

Figure 3 – Customize Quick Access Toolbar Menu

Ribbon

The *Ribbon* is designed to help you quickly find the commands that you need to complete a task. It consists of a set of task-specific tabs (see Figure 4 and Table 2). The main tabs are visible at all times. Other tabs, known as *contextual tabs*, appear only when you create or select certain types of objects (e.g., images, tables, charts). These tabs are indicated by colored headers and contain commands that are specific to working with the selected object. Clicking a tab displays a set of related commands that are organized into logical groups. Commands generally take the form of buttons and lists; some appear in galleries. Some commands include an integrated or separate arrow; clicking the arrow displays options available for the command. The appearance of the buttons and groups on the Ribbon changes depending on the width of the program window. If a command on the Ribbon appears dimmed, it is unavailable. Pointing to a command on the Ribbon displays its name, description, and keyboard shortcut (if it has one) in a ScreenTip.

A *dialog box launcher* appears in the lower-right corner of most groups on the Ribbon (see Figure 4). Clicking it opens a related dialog box or task pane which offers additional options or more precise control than the commands available on the Ribbon.

You can minimize the Ribbon to make more space available on the screen by clicking the *Minimize the Ribbon* button on the right side of the Ribbon (see Figure 4). You can expand the Ribbon by clicking the *Expand the Ribbon* button. When the Ribbon is minimized, only the tab names are visible.

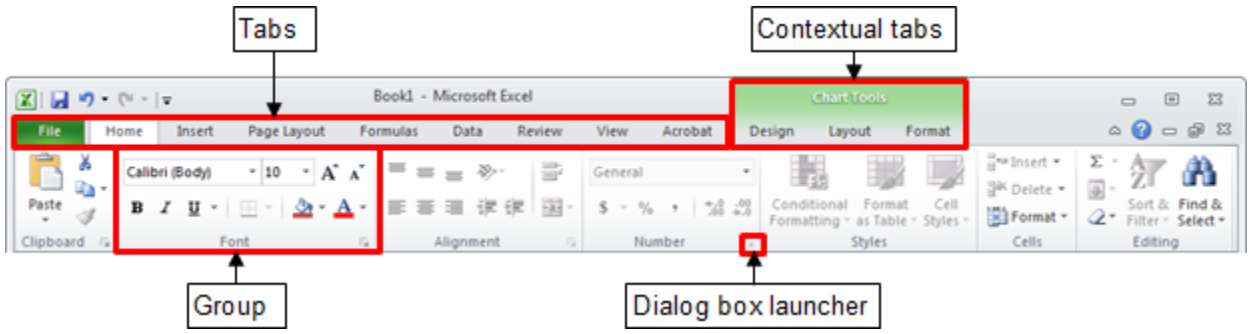

Figure 4 – Tabs and Groups on the Ribbon

Table 2 – Ribbon Tabs

Name	Description
File	Displays the Backstage view which contains commands related to managing files and customizing the program. The File tab replaces the Microsoft Office button and File menu used in earlier releases of Microsoft Office.
Home	Contains the most frequently used commands. The Home tab is active by default.
Insert	Contains commands related to all the items that you can insert into a worksheet.
Page Layout	Contains commands that affect the overall appearance of a worksheet.
Formulas	Contains commands used to insert formulas, name cells or ranges, audit formulas, or control how Excel performs calculations.
Data	Contains data-related commands, including data validation commands.
Review	Contains commands used to check spelling, translate words, add comments, or protect worksheets.
View	Contains commands related to changing the view and other aspects of the display.

Backstage View

The *File* tab (the first tab on the Ribbon) is used to display the *Backstage* view which contains all the commands related to managing files and customizing the program. It provides an easy way to create, save, open, share, print, and close files; find recently used files; view and update file properties; set permissions; set program options; get help; and exit the program.

To display the Backstage view:

1. Click the **File** tab on the **Ribbon** (see Figure 5).

To exit the Backstage view:

1. Click any tab on the **Ribbon**. Or, press the **Esc** key.

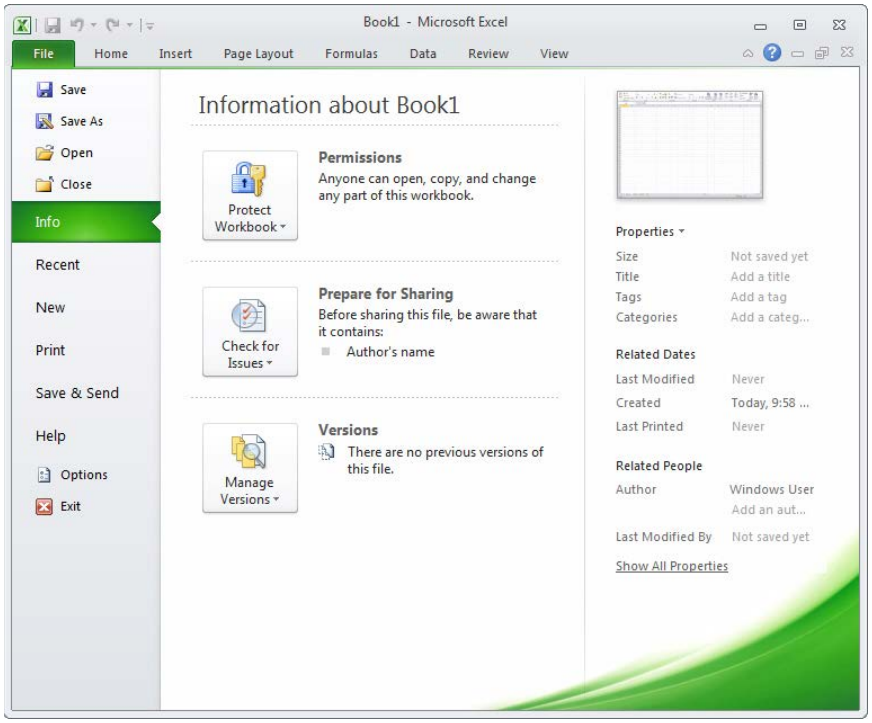

Figure 5 – Info Page of the Backstage View

Overview of Workbooks

An Excel file is called a *workbook*. Each new workbook contains three blank *worksheets*; you can insert additional worksheets or delete existing worksheets as needed. By default, a new workbook is named *Book1* and the three worksheets are named *Sheet1*, *Sheet2*, and *Sheet3*. Each worksheet consists of 1,048,576 rows (numbered 1 through 1,048,576) and 16,384 columns (labeled A through XFD). The box formed by the intersection of a row and a column is called a *cell*. Cells are used to store data. Each cell is identified by its address which consists of its column letter and row number (e.g., cell A1 is the cell in the first column and first row). A group of cells is called a *range*. A range is identified by the addresses of the cells in the upper-left and lower-right corners of the selected block of cells, separated by a colon (e.g., A1:C10). Only one cell can be active at a time. The *active cell* has a thick black border around it and its address appears in the Name box on the left side of the Formula bar; the row and column headings of the active cell appear in a different color to make it easier to identify (see Figure 6).

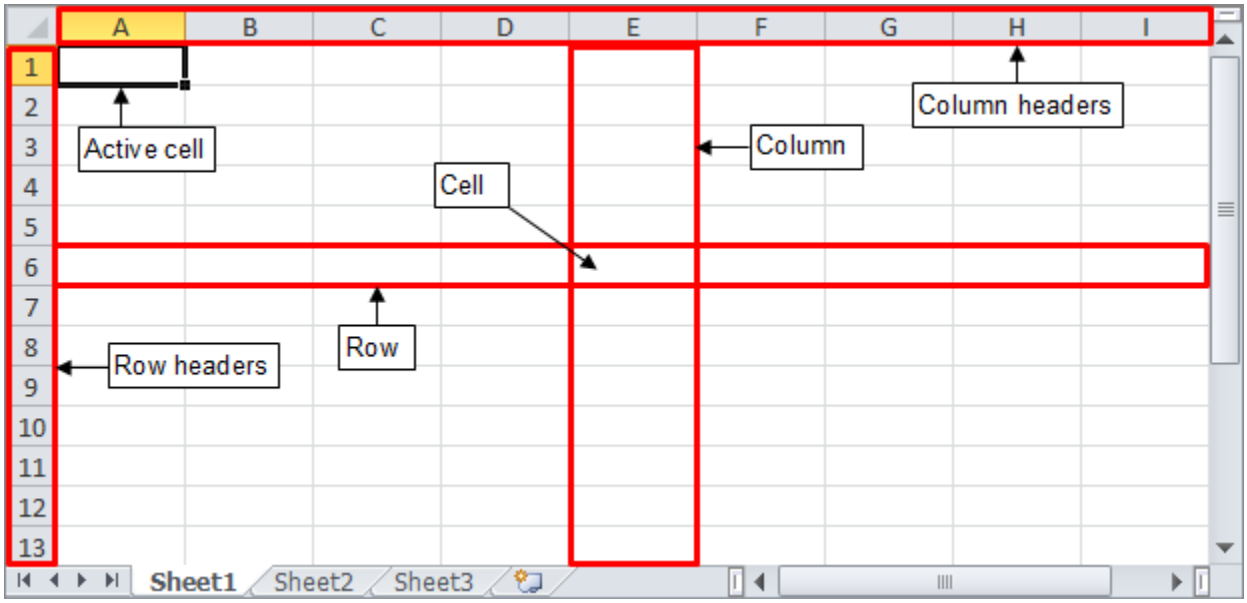

Figure 6 – Worksheet

Creating Workbooks

When you start Excel 2010 without opening an existing workbook, a new workbook containing three blank worksheets is displayed, ready for you to enter your data. You can also create a new workbook while Excel 2010 is running.

To create a new workbook:

1. Click the **File** tab, and then click **New**. The **New** page of the **Backstage** view displays thumbnails of the available templates and template categories (see Figure 7).
2. Under **Available Templates**, click **Blank workbook**.
3. Click the **Create** button. A new blank workbook opens in a new window.

   NOTE: You can also press **Ctrl+N** to create a new workbook.

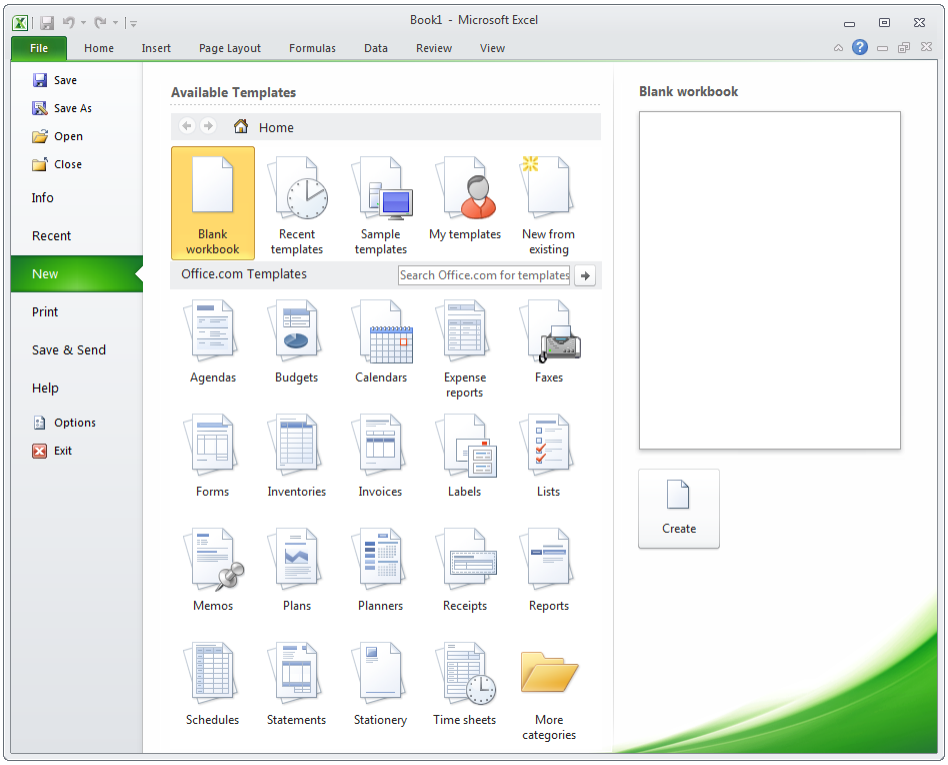

Figure 7 – New Page of the Backstage View

Saving Workbooks

Each workbook you create is temporary unless you save it as a file with a unique name or location.

NOTE: By default, Excel 2010 workbooks are saved in the *Excel Workbook* format which has the *.xlsx* file extension. Workbooks created in versions of Excel prior to Excel 2007 have the *.xls* file extension. You can use Excel 2010 to save a workbook in the *Excel 97-2003 Workbook* format to make it compatible with earlier versions of Excel. You can also use Excel 2010 to open workbooks created with earlier versions of Excel, but the new features of Excel 2010 will not be available until the workbook is converted to the *.xlsx* format.

To save a workbook for the first time:

1. On the **Quick Access** toolbar, click the **Save** button . Or, press **Ctrl+S**. The **Save As** dialog box opens (see Figure 8).
2. In the left **Navigation** pane, select a location to save the file or leave the default location.

   NOTE: By default, files are saved in the **Documents** folder.

3. In the **File name** box, type a name for the workbook.

   NOTE: File names can have up to 218 characters and can include any combination of alphanumeric characters, spaces, and special characters, with the exception of the forward slash (/), backslash (\), greater than sign (>), less than sign (<), asterisk (*), question mark (?), quotation mark (“), pipe symbol (|), and colon (:).

4. Click the **Save** button.

   NOTE: After a workbook has been saved, subsequent saves will not open the **Save As** dialog box. You can save changes by clicking the **Save** button on the **Quick Access** toolbar or by pressing **Ctrl+S**. The new version of the workbook will overwrite the previous version.

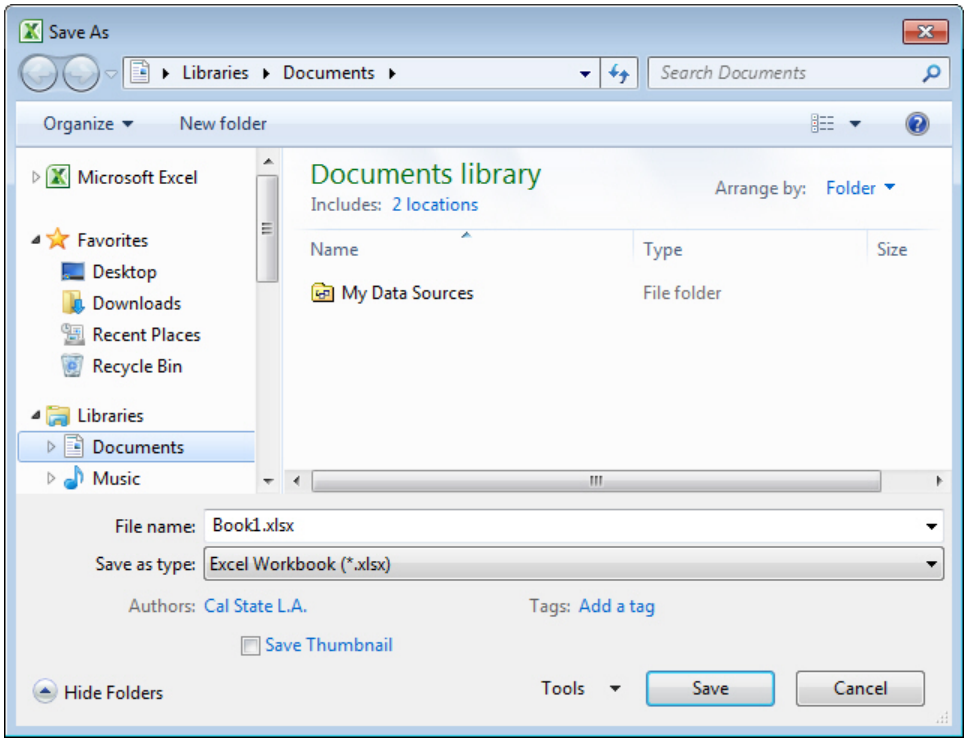

Figure 8 – Save As Dialog Box

Using Save As

The *Save As* command can be used to save a workbook in a different location, with a different file name, or in a different file format.

To use the Save As command:

1. Click the **File** tab, and then click **Save As**. The **Save As** dialog box opens (see Figure 8).
2. To save the workbook in a different location, select the desired location in the left **Navigation** pane.
3. To save the workbook with a different file name, type the desired name in the **File name** box.
4. To save the workbook in a different file format, select the desired file format from the **Save as type** list.
5. Click the **Save** button.

Closing Workbooks

When you finish working on a workbook, you should close the file. If the workbook contains any unsaved changes, you will be prompted to save the changes before closing the file.

To close a workbook:

1. Click the **File** tab, and then click **Close**. Or, click the **Close Window** button in the upper-right corner of the program window (see Figure 9).

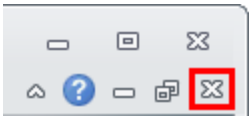

Figure 9 – Close Window Button

Opening Workbooks

When you save a workbook, it is saved as a file. You can open the workbook at a later time to view it, modify it, or print it.

To open a workbook:

1. Click the **File** tab, and then click **Open**. The **Open** dialog box opens (see Figure 10).

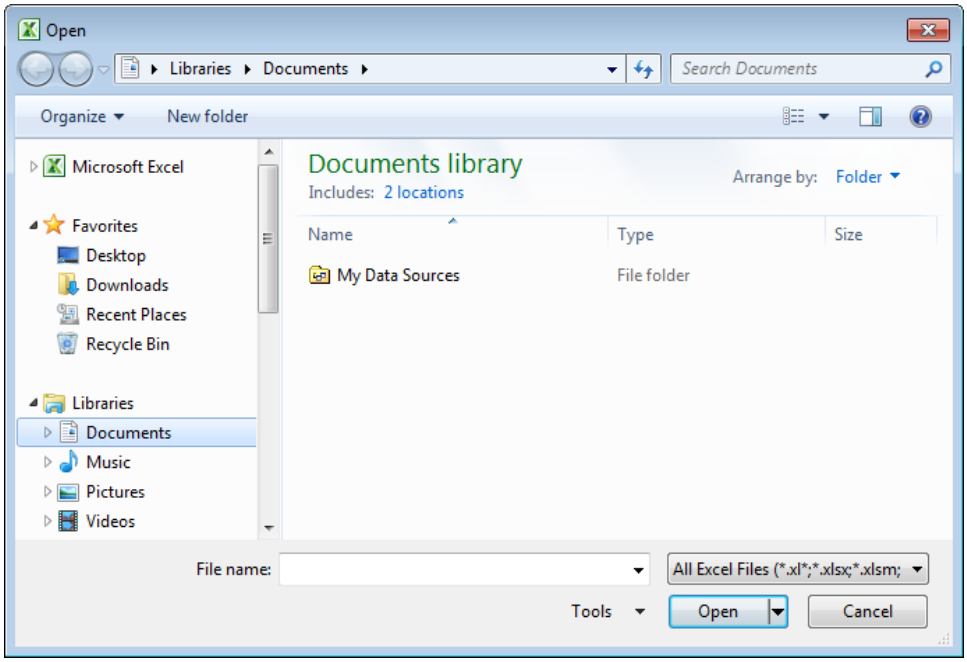

Figure 10 – Open Dialog Box

2. Locate and select the file that you want to open.

   NOTE: If the file you want to open is not in the default folder, use the left **Navigation** pane in the **Open** dialog box to select the appropriate drive or folder.

3. Click the **Open** button.

Moving Around and Making Selections

This section covers how to perform basic tasks such as moving around worksheets and selecting cells, rows, and columns.

Moving Around Worksheets

There are various ways to navigate through a worksheet. Using the mouse and the scroll bars, you can scroll through the worksheet in any direction. Using the navigational keys on the keyboard, you can move from cell to cell, move up or down one page at a time, or move to the first or last used cell in the worksheet (see Table 3). You can also navigate to a specific cell in the worksheet by entering its address in the Name box.

NOTE: Scrolling with the mouse does not change the location of the active cell. To change the active cell, you must click a new cell after scrolling.

Table 3 – Navigation Keyboard Shortcuts

Key	Action
Down arrow or Enter	Moves the active cell one cell down.
Up arrow or Shift+ Enter	Moves the active cell one cell up.
Right arrow or Tab	Moves the active cell one cell to the right.
Left arrow or Shift+Tab	Moves the active cell one cell to the left.
Page Down	Moves the active cell down one page.
Page Up	Moves the active cell up one page.
Alt+Page Down	Moves the active cell right one page.
Alt+Page Up	Moves the active cell left one page.
Ctrl+Home	Moves the active cell to cell A1.
Ctrl+End	Moves the active cell to the last used cell in the worksheet.

Selecting Cells, Rows, and Columns

In order to work with a cell, you must first select it. When you want to work with more than one cell at a time, you can quickly select ranges, rows, columns, or the entire worksheet.

To select a single cell:

1. Click the desired cell (see Figure 11).

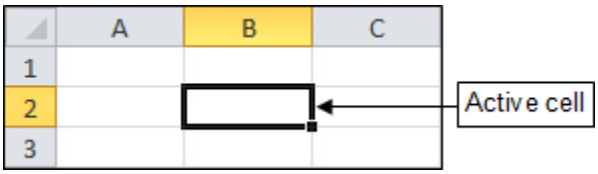

Figure 11 – Active Cell

To select a range of cells:

1. Click the first cell that you want to include in the range, hold down the **Shift** key, and then click the last cell in the range (see Figure 12). Or, drag from the first cell in the range to the last cell.

   NOTE: When a range is selected, every cell in the range is highlighted, except for the active cell. You can deselect a range by pressing any arrow key or by clicking any cell in the worksheet.

To select nonadjacent cells or ranges:

1. Select the first cell or range, hold down the **Ctrl** key, and then select the other cells or ranges (see Figure 13).

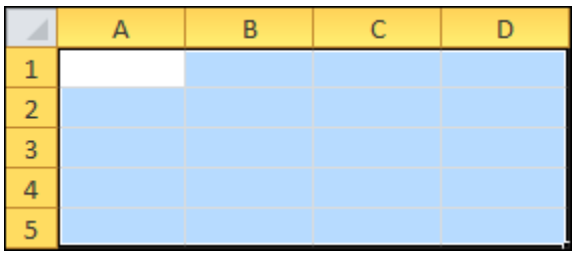

Figure 12 – Selected Range

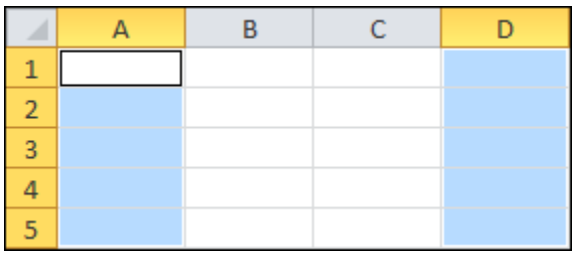

Figure 13 – Selected Nonadjacent Ranges

To select a single row or column:

1. Click the header of the row or column that you want to select (see Figure 14 and Figure 15).

   NOTE: When a row or column is selected, every cell in the row or column is highlighted, except for the active cell. You can deselect a row or column by pressing any arrow key or by clicking any cell in the worksheet.

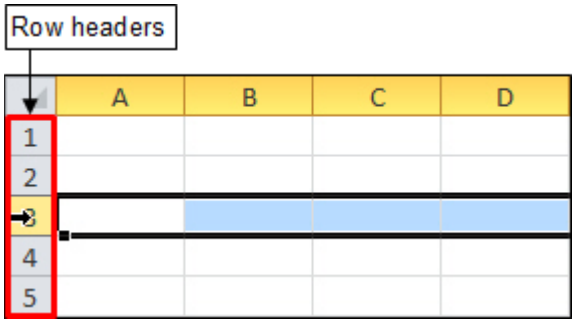

Figure 14 – Selected Row

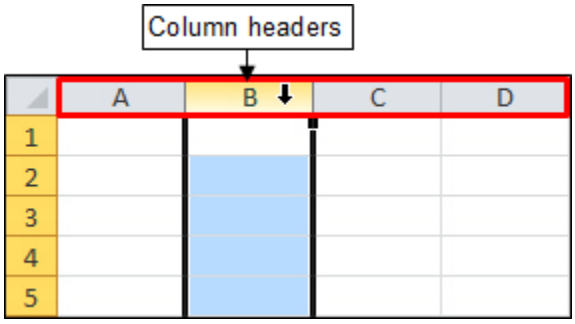

Figure 15 – Selected Column

To select multiple adjacent rows or columns:

1. Click the header of the first row or column that you want to select, hold down the **Shift** key, and then click the header of the last row or column. Or, drag across the headers of the rows or columns that you want to select.

To select multiple nonadjacent rows or columns:

1. Hold down the **Ctrl** key, and then click the headers of the rows or columns that you want to select.

To select all cells in a worksheet:

1. Click the **Select All** button in the upper-left corner of the worksheet (see Figure 16). Or, press **Ctrl+A**.

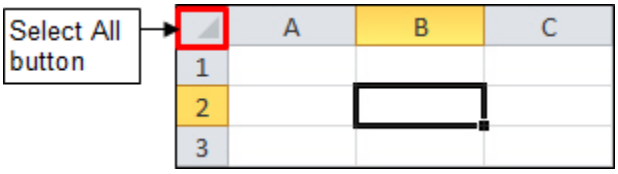

Figure 16 – Select All Button

Editing Worksheets

After creating a workbook, you can start adding data to a worksheet. If you need to make changes, you can easily edit the data to correct errors, update information, or remove information you no longer need.

Entering Data

The simplest way to add data to a worksheet is to select a cell and enter data. A cell can contain a maximum of 32,767 characters and can hold any of three basic types of data: text, numbers, or formulas.

NOTE: If you make a mistake while entering data, simply press the **Backspace** key to delete all or a portion of your entry and enter the correct data.

Entering Text

You can enter text in a worksheet to serve as labels for values, headings for columns, or instructions about the worksheet. Text is defined as any combination of letters and numbers. Text automatically aligns to the left in a cell. If you enter text that is longer than its column's current width, the excess characters appear in the next cell to the right, as long as that cell is empty (see Figure 17). If the adjacent cell is not empty, the long text entry appears truncated (see Figure 18). The characters are not actually deleted and will appear if the width of the column is adjusted to accommodate the long text entry.

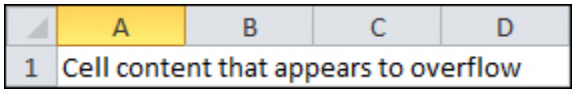

Figure 17 – Overflowing Text Entry

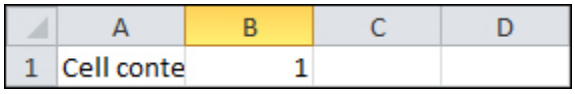

Figure 18 – Truncated Text Entry

To enter text:

1. Select the cell in which you want to enter text.
2. Type the desired text, and then press the **Enter** key.

   NOTE: To enter a line break in a cell, press **Alt+Enter** (see Figure 19).

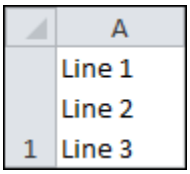

Figure 19 – Cell with Line Breaks

Entering Numbers

Numeric entries contain only numbers and are automatically aligned to the right in a cell. Numbers can exist as independent values, or they can be used in formulas to calculate other values. You can enter whole numbers (such as 5 or 1,000), decimals (such as 0.25 or 5.15), negative numbers (such as -10 or -5.5), percentages (such as 20% or 1.5%), and currency values (such as $0.25 or $20.99).

NOTE: A number that does not fit within a column is displayed as a series of pound signs (#####). To accommodate the number, increase the column width.

To enter a number:

1. Select the cell in which you want to enter the number.
2. Type the desired number, and then press the **Enter** key.

Entering Dates and Times

Excel treats dates and times as special types of numeric values.

To enter a date:

1. Select the cell in which you want to enter the date.
2. Type the month, day, and year, with each number separated by a forward slash (/) or a hyphen (-), and then press the **Enter** key.

To enter a time:

1. Select the cell in which you want to enter the time.
2. Type the hour, a colon (:), and the minutes, press the **Spacebar**, type **a** for A.M. or **p** for P.M., and then press the **Enter** key.

Editing Data

If a cell contains a long entry and you only want to change a few characters, it is faster to edit the data than to retype the entire entry. You can edit the contents of a cell directly in the cell or in the Formula bar.

To edit data:

1. Double-click the cell that contains the data you want to edit. The cursor (a blinking vertical line) appears in the cell in the location that you double-clicked.
2. To insert characters, click where you want to make changes, and then type the new characters.

   NOTE: You can also move the cursor by pressing the **Home**, **End**, or arrow keys.

3. To delete characters, click where you want to make changes, and then press the **Backspace** or **Delete** key.

   NOTE: Pressing the **Backspace** key deletes the character to the left of the cursor; pressing the **Delete** key deletes the character to the right of the cursor.

4. When you are finished, press the **Enter** key.

   NOTE: If you are editing data and decide not to keep your edits, press the **Esc** key to return the cell to its previous state.

Replacing Data

You can replace the entire contents of a cell with new data. Any formatting applied to the cell remains in place and is applied to the new data.

To replace data:

1. Select the cell that contains the data you want to replace.
2. Type the new data, and then press the **Enter** key.

Deleting Data

You can delete the entire contents of a cell if the data is no longer needed. Deleting data does not remove any formatting applied to the cell.

To delete data:

1. Select the cell that contains the data you want to delete.
2. Press the **Delete** key.

Moving and Copying Cells

You can copy or move a cell from one location to another in a worksheet. When you copy a cell, you make a copy of the original cell and paste it in another location. When you move a cell, you remove the cell from its original location and paste it in another location. A copied cell can be pasted multiple times; a cut cell can be pasted only once.

NOTE: Cut or copied data is stored on the **Clipboard**, a temporary storage area. You can access it by clicking the dialog box launcher in the **Clipboard** group on the **Home** tab of the **Ribbon** (see Figure 20).

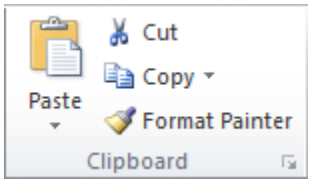

Figure 20 – Clipboard Group on the Home Tab

To move or copy a cell:

1. Select the cell that you want to move or copy.
2. On the **Home** tab, in the **Clipboard** group, do one of the following:
   - To move the cell, click the **Cut** button. Or, press **Ctrl+X**.
   - To copy the cell, click the **Copy** button. Or, press **Ctrl+C**.
3. Select the cell where you want to paste the cut or copied cell.
4. On the **Home** tab, in the **Clipboard** group, click the **Paste** button. Or, press **Ctrl+V**.

   NOTE: A *marquee* (scrolling dotted line) appears around cells that are cut or copied. You can remove the marquee by pressing the **Esc** key (see Figure 21).

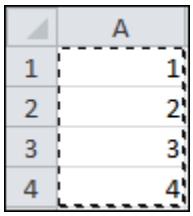

Figure 21 – Cells with Marquee

Using Paste Special

The *Paste Special* command is a very useful editing feature. It allows you to control which aspect of the copied cell to paste into the target cell. For example, you can choose to paste only the copied cell's formula, only the result of the formula, only the cell's formatting, etc. You must copy to use the Paste Special command; when you cut, the Paste Special command is not available.

To use the Paste Special command:

1. Select the cell that contains the value, formula, or formatting you want to copy.
2. On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
3. Select the cell where you want to paste the value, formula, or formatting.
4. On the **Home** tab, in the **Clipboard** group, click the **Paste** arrow and select the desired option from the menu (see Figure 22).

   NOTE: Pointing to a command on the **Paste** menu displays its name in a ScreenTip. You can access more options by clicking **Paste Special** at the bottom of the menu.

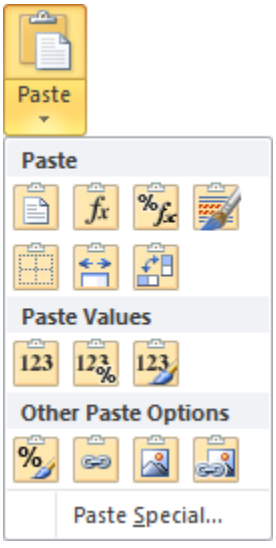

Figure 22 – Paste Menu

Clearing Cells

You can clear a cell to remove its contents, formats, or comments. When clearing a cell, you must specify whether to remove one, two, or all three of these elements from the cell.

To clear a cell:

1. Select the cell that you want to clear.
2. On the **Home** tab, in the **Editing** group, click the **Clear** button and select the desired option (see Figure 23).

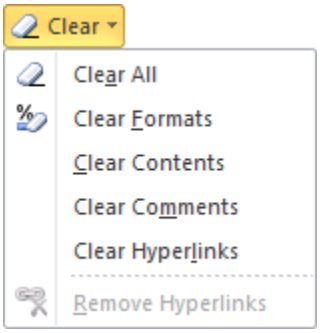

Figure 23 – Clear Menu

Undoing and Redoing Changes

The *Undo* command allows you to reverse the results of the previous action. Once the Undo command is used, the Redo command becomes available. The *Redo* command allows you to restore the results of the action you reversed with the Undo command.

To undo an action:

1. On the **Quick Access** toolbar, click the **Undo** button . Or, press **Ctrl+Z**.

To redo an action:

1. On the **Quick Access** toolbar, click the **Redo** button . Or, press **Ctrl+Y**.

Formatting Worksheets

Excel 2010 includes a number of features that can be used to easily format a worksheet. Formatting enhances the appearance of a worksheet and makes it look professional.

Live Preview

The *Live Preview* feature allows you to see how different formatting options will look before you apply them. As you move the mouse pointer over the list items or thumbnail images in the galleries, the formatting of the selected cell or object temporarily changes. You can apply the previewed formatting by clicking the selected option. You can also cancel live previewing without making any changes by pressing the *Esc* key.

Mini Toolbar

The *Mini* toolbar contains frequently used formatting commands. It appears above the shortcut menu when you right-click a cell or an object that can be formatted (see Figure 24).

Figure 24 – Mini Toolbar

Formatting Cells and Cell Contents

You can make a worksheet easier to read and understand by applying different types of formatting to cells and cell contents. This includes changing the font, font size, font style, and font color, as well as adding cell borders and changing the background color of cells. Since formatting is attached to the cell and not to the entry, you can format a cell before or after you enter the data. The *Font* group on the *Home* tab of the *Ribbon* provides quick access to the most commonly used formatting commands (see Figure 25).

Figure 25 – Font Group on the Home Tab

Changing the Font

A font is defined as a group of characters sharing similar type attributes. The default font in new Excel 2010 workbooks is Calibri.

To change the font:

1. Select the cell that you want to format.
2. On the **Home** tab, in the **Font** group, click the **Font** arrow

and select the desired font from the list.

Changing the Font Size

Font size is measured in points. The larger the font size, the larger the data. The default font size in new Excel 2010 workbooks is 11 points.

To change the font size:

1. Select the cell that you want to format.
2. On the **Home** tab, in the **Font** group, click the **Font Size** arrow

and select the desired font size from the list. If a font size you want is not listed in the **Font Size** list, click in the **Font Size** box, type the desired number, and then press the **Enter** key.

   NOTE: You can also change the font size by clicking the **Increase Font Size** button or **Decrease Font Size** button in the **Font** group on the **Home** tab of the **Ribbon**.

Applying Font Styles

You can apply one or more font styles to emphasize important data in a worksheet. Font styles are attributes such as bold, italic, and underline. Bolding makes the characters darker. Italicizing slants the characters to the right. Underlining adds a line below the characters in a cell, not the cell itself.

To bold or italicize data:

1. Select the cell that you want to format.
2. On the **Home** tab, in the **Font** group, click the **Bold** button or the **Italic** button.

To underline data:

1. Select the cell that you want to format.
2. On the **Home** tab, in the **Font** group, do one of the following (see Figure 26):
   - To apply a single underline, click the **Underline** button.
   - To apply a double underline, click the **Underline** arrow, and then click **Double Underline**.

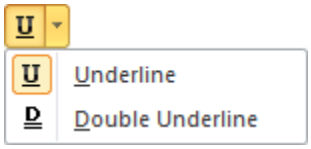

Figure 26 – Underline Menu

NOTE: The **Bold**, **Italic**, and **Underline** buttons are toggles. If you select a cell to which one of these formats has been applied, and then click the corresponding button, that format is removed.

Adding Cell Borders

You can add borders to any or all sides of a single cell or range. Excel includes several predefined border styles that you can use.

To add a cell border:

1. Select the cell to which you want to add a border.
2. On the **Home** tab, in the **Font** group, click the **Borders** button to apply the most recently used border style, or click the **Borders** arrow and select a different border style from the menu (see Figure 27).

   NOTE: You can remove a cell border by clicking the **Borders** arrow, and then clicking **No Border**.

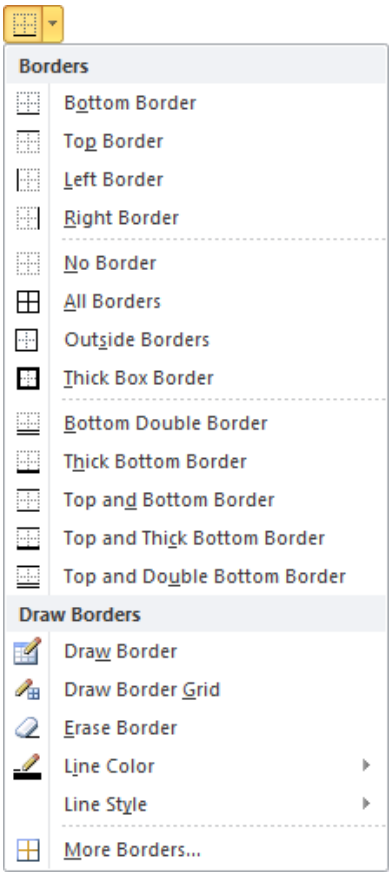

Figure 27 – Borders Menu

Changing the Font Color and Fill Color

You can change the font color or fill color of cells to emphasize important data or add visual impact to a worksheet. Fill color refers to the background color of a cell.

To change the font color:

1. Select the cell that you want to format.
2. On the **Home** tab, in the **Font** group, click the **Font Color** button to apply the most recently used color, or click the **Font Color** arrow and select a different color from the color palette (see Figure 28).

To change the fill color:

1. Select the cell that you want to format.
2. On the **Home** tab, in the **Font** group, click the **Fill Color** button to apply the most recently used color, or click the **Fill Color** arrow and select a different color from the color palette (see Figure 29).

   NOTE: You can remove a fill color by clicking the **Fill Color** arrow, and then clicking **No Fill**.

Figure 28 – Font Color Palette

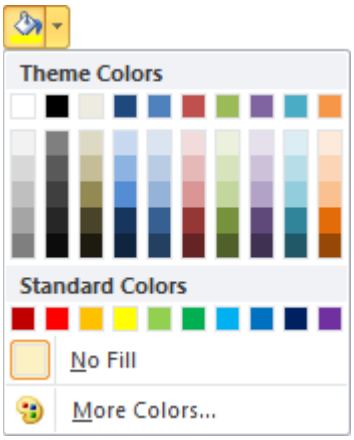

Figure 29 – Fill Color Palette

Formatting Numbers

You can apply number formats to cells containing numbers to better reflect the type of data they represent. For example, you can display a numeric value as a percentage, as currency, as a date or time, etc. The *Number* group on the *Home* tab of the *Ribbon* provides quick access to the most commonly used number formats (see Figure 30).

NOTE: Formatting does not change the actual value stored in a cell. The actual value is used in calculations and is displayed in the Formula bar when the cell is selected.

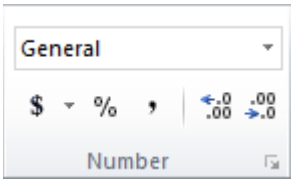

Figure 30 – Number Group on the Home Tab

To format numbers:

1. Select the cell that you want to format.
2. On the **Home** tab, in the **Number** group, do one of the following (see Figure 30):
   - Click the **Accounting Number Format** button $ to display the number with a dollar sign, comma separators, and two decimal places.

     NOTE: You can select a different currency symbol by clicking the **Accounting Number Format** arrow and selecting the desired symbol from the menu.

   - Click the **Percent Style** button % to convert the number to a percentage and display it with a percent sign.
   - Click the **Comma Style** button , to display the number with comma separators and two decimal places.

     NOTE: You can access additional number formats from the **Number Format** menu (see Figure 31).

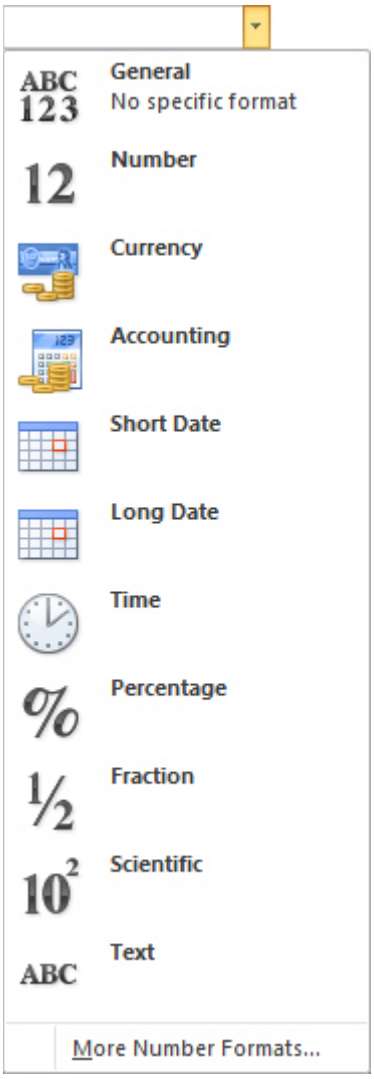

Figure 31 – Number Format Menu

To change the number of decimal places:

1. Select the cell that you want to format.
2. On the **Home** tab, in the **Number** group, do one of the following (see Figure 30):
   - Click the **Increase Decimal** button to increase the number of decimal places.
   - Click the **Decrease Decimal** button to decrease the number of decimal places.

Positioning Cell Contents

The *Alignment* group on the *Home* tab on the *Ribbon* contains the most useful commands for positioning data within cells (see Figure 32). They can be used to change the alignment, indentation, and orientation of cell data, wrap data within cells, as well as merge cells.

NOTE: For more precise control and additional options, click the dialog box launcher in the *Alignment* group to open the *Alignment* tab of the *Format Cells* dialog box.

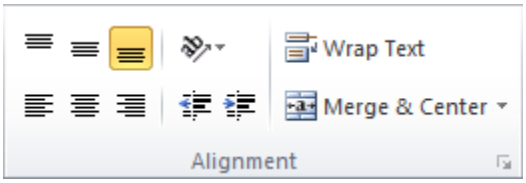

Figure 32 – Alignment Group on the Home Tab

Aligning Data

You can change the horizontal and vertical alignment of cell data. By default, text is aligned to the left edge of a cell and numbers are aligned to the right.

To align data:

1. Select the cell that contains the data you want to align.
2. On the **Home** tab, in the **Alignment** group, click the desired alignment button (see Figure 32 and Table 4).

Table 4 – Alignment Buttons

Name	Description
Align Text Left	Aligns the cell contents with the left edge of the cell.
Center	Centers the cell contents horizontally within the cell.
Align Text Right	Aligns the cell contents with the right edge of the cell.
Top Align	Aligns the cell contents with the top edge of the cell.
Middle Align	Centers the cell contents vertically within the cell.
Bottom Align	Aligns the cell contents with the bottom edge of the cell.

Indenting Data

Indenting moves data away from the edge of the cell. This is often used to indicate a level of less importance (such as a subtopic). Each click increments the amount of indentation by one character.

To indent data:

1. Select the cell that contains the data you want to indent.
2. On the **Home** tab, in the **Alignment** group, click the **Increase Indent** button the number of times that you want the data indented (see Figure 33).

   NOTE: You can decrease or remove the indentation applied to cell data by clicking the **Decrease Indent** button in the **Alignment** group.

	A	B	C
1	Topic		
2	Subtopic		
3	Subtopic		
4	Subtopic		
5			

Figure 33 – Indented Data

Rotating Data

You can rotate data clockwise, counterclockwise, or vertically within a cell. This is often used to label narrow columns or to add visual impact to a worksheet.

To rotate data:

1. Select the cell that contains the data you want to rotate.
2. On the **Home** tab, in the **Alignment** group, click the **Orientation** button and select the desired option from the menu (see Figure 34). The row height automatically adjusts to fit the rotated data (see Figure 35).

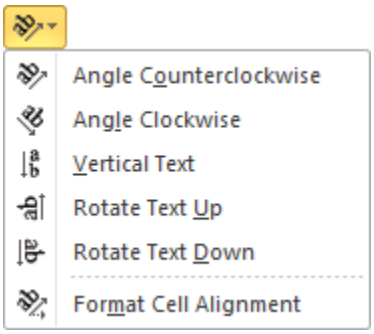

Figure 34 – Orientation Menu

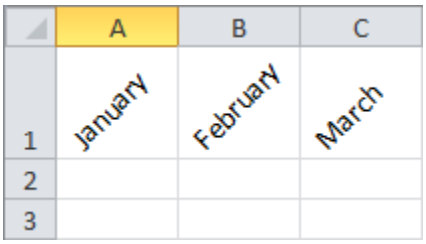

Figure 35 – Rotated Data

NOTE: You can restore the data to its default orientation by clicking the **Orientation** button and selecting the currently selected orientation.

Wrapping Data

Wrapping displays data on multiple lines within a cell. The number of wrapped lines depends on the width of the column and the length of the data.

To wrap data:

1. Select the cell that contains the data you want to wrap.
2. On the **Home** tab, in the **Alignment** group, click the **Wrap Text** button . The row height automatically adjusts to fit the wrapped data (see Figure 36).

	A	B	C
1	January 2014	February 2014	March 2014
2			
3			

Figure 36 – Wrapped Data

NOTE: You can restore the data to its original format by clicking the **Wrap Text** button again.

Merging Cells

Merging combines two or more adjacent cells into one larger cell. This is a great way to create labels that span several columns.

NOTE: If the cells you intend to merge have data in more than one cell, only the data in the upper-left cell remains after you merge the cells.

To merge cells:

1. Select the cells that you want to merge.
2. On the **Home** tab, in the **Alignment** group, click the **Merge & Center** arrow and select one of the following options (see Figure 37):
   - **Merge & Center:** Merges the selected cells into one cell and centers the data. This is the default action of the button.
   - **Merge Across:** Merges each row of the selected cells into a larger cell.
   - **Merge Cells:** Merges the selected cells into one cell.

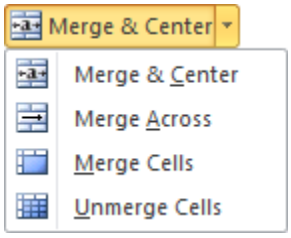

Figure 37 – Merge & Center Menu

NOTE: You can split a merged cell by selecting it, clicking the **Merge & Center** arrow, and then clicking **Unmerge Cells**.

Copying Cell Formats

After formatting a cell, you might want to apply the same formats to other cells in the worksheet. Rather than selecting each cell and applying the individual formats, you can use the *Format Painter* command to quickly copy the formatting of one cell and apply it to other cells.

To copy cell formats:

1. Select the cell that has the formatting you want to copy.
2. On the **Home** tab, in the **Clipboard** group, click the **Format Painter** button . The mouse pointer changes to a plus sign with a paintbrush .
3. Select the cell to which you want to apply the copied formatting.

   NOTE: If you want to apply the copied formatting to more than one cell, double-click the **Format Painter** button instead of single-clicking it. This keeps the **Format Painter** active until you press the **Esc** key.

Applying Cell Styles

A *cell style* is a defined collection of formats (font, font size, font color, cell borders, fill color, etc.) that you can use to quickly format the cells in a worksheet. In addition to saving you time, cell styles can help you keep formatting consistent throughout a worksheet. Excel includes several predefined styles for different worksheet elements such as headings, numbers, calculations, notes, etc.

To apply a style:

1. Select the cell that you want to format.
2. On the **Home** tab, in the **Styles** group, click the **Cell Styles** button and select the desired style from the gallery (see Figure 38).

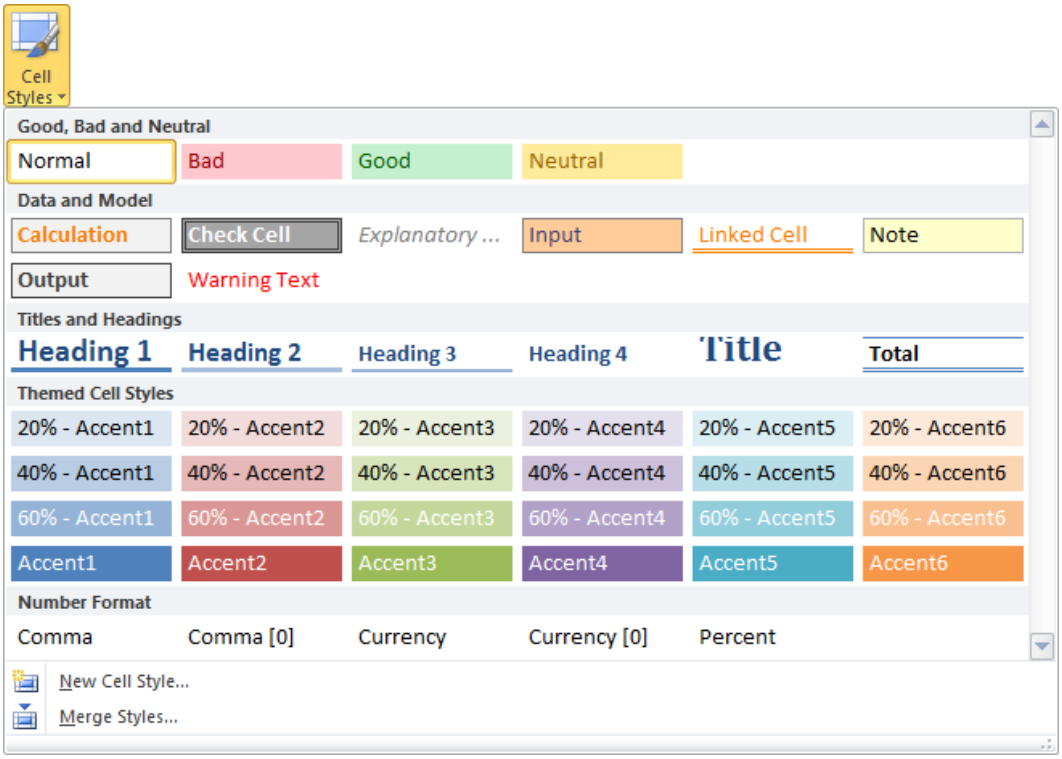

Figure 38 – Cell Styles Gallery

Getting Help

You can use the Excel Help system to get assistance on any Excel topic or task. This system is a combination of tools and files that were stored on your computer when Excel 2010 was installed. If your computer is connected to the Internet, you can also access resources from Office.com.

To get help:

1. Click the **Microsoft Excel Help** button on the right side of the **Ribbon**. Or, press the **F1** key. The **Excel Help** window opens, displaying a list of general help topics (see Figure 39).

   NOTE: You can also click the **Help** button in the upper-right corner of an open dialog box to display topics related to the functions of that dialog box in the **Excel Help** window.

2. Click any topic to display the corresponding information.
3. To find help on a specific topic, type a word or phrase related to the topic in the **Search** box, and then press the **Enter** key. The search results display in the window.
4. To switch between online and offline help, click the button in the lower-right corner of the window to display the **Connection Status** menu, and then click **Show content from Office.com** or **Show content only from this computer** (see Figure 40).
5. To close the **Excel Help** window, click the **Close** button in the upper-right corner of the window.

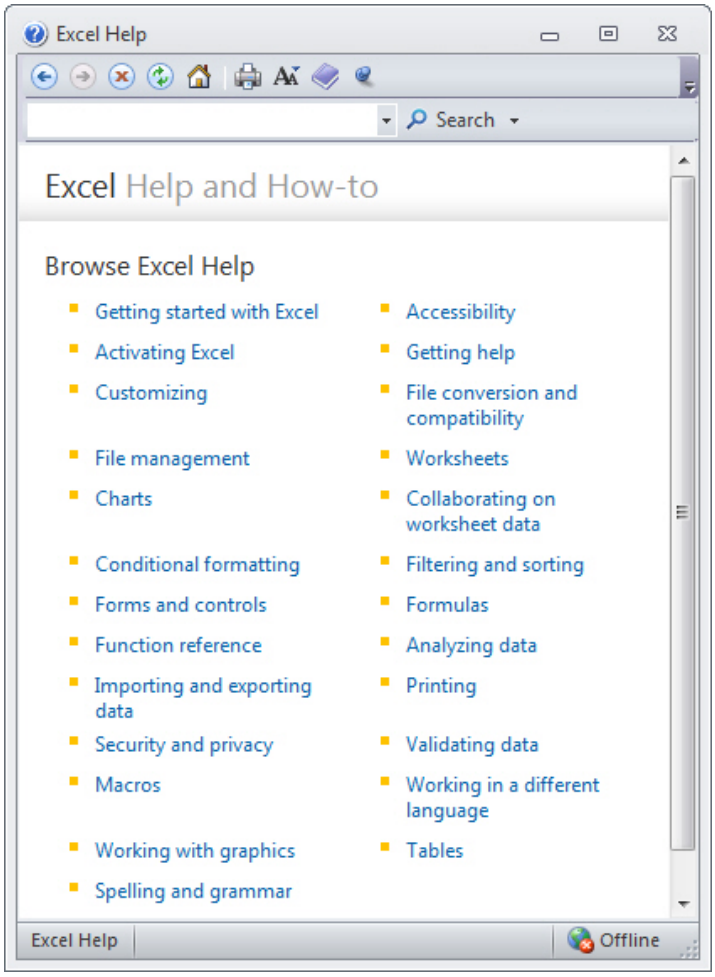

Figure 39 – Excel Help Window

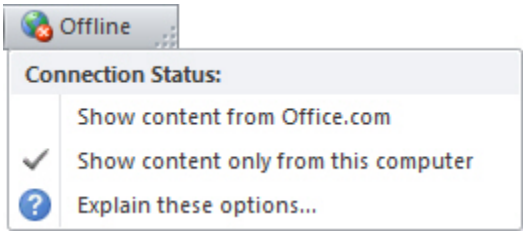

Figure 40 – Connection Status Menu

Exiting Excel

When you finish using Excel 2010, you should exit the program to free up system resources.

To exit Excel 2010:

1. Click the **File** tab, and then click **Exit**. Or, click the **Close** button in the upper-right corner of the program window (see Figure 41).

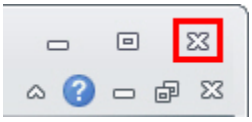

Figure 41 – Close Button